

Updates/changes made in 2015 to Civil Service Rules for Island County Sheriff's Department

Rule 9.03 was modified by Resolution No. 106 adopted on April 9, 2015 to add section d.

9.03 *DURATION OF ELIGIBLE REGISTERS.*

- a. *The term of eligibility of each eligible register and the names appearing thereon shall be not less than one year, unless depleted. A list of less than three (3), i.e. consisting of only one (1) or two (2) eligibles, shall be considered depleted. Any register that has been in effect for more than one year may be abolished and a new examination held whenever, in the judgment of the Commission, the interest of the classified service makes such course desirable.*
- b. *In no event shall a register remain in force for longer than twenty-four (24) months.*
- c. *No register shall remain in effect after promulgation of a register from a subsequent examination.*

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- b. In no event shall a register remain in force for longer than twenty-four (24) months.
- c. No register shall remain in effect after promulgation of a register from a subsequent examination.
- d. Names of qualified eligibles who are entered on a register as a result of a Continuous Examination shall expire one year from the date their name is entered on the list.

9.03 b. amended by Resolution No. 97, June 10, 2008

9.03 b. amended by Resolution No. 98, February 14, 2013

9.03 a. amended by Resolution No. 99, March 13, 2013

9.03 d. amended by Resolution No. 106, April 9, 2015

The Lateral Entry Program continued to be authorized and was modified to return Corrections Deputy to the program by Resolution No. 107 adopted on July 1, 2015. Excerpts from the Minutes of the Special Meeting held July 1, 2015 provide:

The Secretary distributed copies of Resolution #107 - reauthorizing/revising the Lateral Entry program. The Sheriff recently requested that the requirements for Patrol Deputy be updated and that Corrections Deputy be returned to the Lateral program. The Secretary noted that the lateral entry program had been revised five times since its inception. The language regarding lateral Corrections was dropped in 2007. She stated that the draft resolution was based on the language found in Resolution 2000-1 and was modified so that the language of the resolution would hold up if specific job descriptions were modified in the future.

Rule 11.02 was modified by Resolution No. 108 adopted on October 8, 2015 as follows:

11.02 LENGTH OF PROBATIONARY PERIOD. The period of probation shall be equivalent to twelve (12) months of full-time service following appointment from an eligible register. Minor absences, with pay, not exceeding two (2) weeks, due to vacations, annual military leave, illnesses, etc., shall not be construed as interrupting the probationary period. Absences in excess of two (2) weeks shall not be credited toward the probationary period and the probationary completion date shall be extended by the length of such absence.

11.02 LENGTH OF PROBATIONARY PERIOD. No appointment, employment, or promotion in any position in the classified service shall be deemed complete until after the expiration of a probationary period equivalent to twelve (12) months of full-time service. For the position of Deputy, the probationary period will commence after the successful completion of any required Washington State academy (full academy or equivalency academy). Minor absences, with pay, not exceeding two (2) weeks, due to vacations, annual military leave, illnesses, etc., shall not be construed as interrupting the probationary period. Absences in excess of two (2) weeks shall not be credited toward the probationary period and the probationary completion date shall be extended by the length of such absence.

Rule 10.03 h. was added by Resolution No. 109 adopted on November 12, 2015 as follows:

Section 10.03 h. shall be added to read as follows:

10.03 h. The Commission may grant the Secretary the authority, to create or update an eligible register and provide a certification from that register, as specified by the Commission. The Commission will validate that register or certification at their next regular meeting.

Rule 12.02 was dropped by motion at the Regular Meeting of the Civil Service Commission on December 10, 2015.

12.02 SERVICE CREDIT IN PROMOTIONAL EXAMINATIONS.

a. Service credit in any promotional examination shall be given for a maximum of 20 years service with a maximum of ten (10) points computed in the following manner:

1 to 3 years of service - no points

4 to 7 years of service - 1/4 point per year

8 to 15 years of service - 1/2 point per year

16 to 20 years of service - 1 point per year

b. Anyone who attains the required minimum grade on a written promotional exam will be entitled to the applicable additional service credit points as outlined in 12.02 a. above. No service points will be awarded to any person not attaining a minimum grade or score of 70%. No points will be given for a fractional part of a year.

12.02 b. amended by Resolution No. 100, August 15, 2013

Rule 12.02 was dropped by motion at the Regular Meeting of the Civil Service Commission on December 10, 2015.